

**Department of Administration**  
**Phase II Paperwork Checklist (for HR Contacts)**

Human Resources Management  
1322 Mail Service Center  
Raleigh, NC 27699-1322

**The following Phase II paperwork items should be completed by the new employee on 1<sup>st</sup> day of work (if not before) and submitted to HR within 2 days of hire date:**

Employee Name: \_\_\_\_\_

Division: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

	ITEM	Completed and Ready to send to HR (✓)
1	Copy of signed offer letter received from HR	
2	Completed I-9 form with attachments	
3	Completed NC-4 Tax Form	
4	Completed W-4 Tax Form	
5	Completed Direct Deposit Enrollment form and attached check	
6	Completed Personnel Profile Update form	
7	Completed DOA Employee Emergency Notification form	
8	Completed Prior Service form	
9	Completed Education Verification Form	
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Notes:

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